

## 2021-2022 PENN STATE LAW - UNIVERSITY PARK STUDENT BAR ASSOCIATION ADMISSIONS AND ORIENTATION COMMITTEE BYLAWS

### Mission Statement

The name of this committee shall be the Admissions and Orientation Committee of the Student Bar Association. The Admissions and Orientation Committee of the Student Bar Association shall work with the Admissions Office and the Orientation Committee to offer feedback on how to improve the admissions process. It shall assist the Penn State Law staff and faculty in the planning and implementation of events such as Admitted Student Days, Building Tours, Admitted Student Outreach, Orientation, and other tasks as needed.

The Admissions and Orientation Committee shall work with Penn State Law Faculty and Staff to improve the experience of incoming students throughout the admissions and orientation process. By relying on information gathered by each incoming class, the Admissions and Orientation Committee shall communicate with Penn State Law Faculty and Staff about how to continually improve the experience of incoming Penn State Law Students.

### Definitions

- A. Nominate: To propose by name as a candidate for election. Each nominee must be approved by the Student Bar Association before assuming the respective position
- B. Appoint: A binding selection by the Student Bar Association for an officer or position in the Admissions Committee
- C. Quorum: Two-thirds of the student membership shall constitute a quorum.

### Officers of the Admissions and Orientation Committee

The Admissions and Orientation Committee shall have as its administrative and executive officer a Chair.

#### CHAIR

The Chair of the Admissions and Orientation Committee shall be nominated by the SBA President and shall be appointed through a simple majority vote by the SBA, and serve at the SBA President's pleasure. The term of office shall be for one academic year. The Chair shall:

- A. Preside over all committee meetings;
- B. Set the date, time, place, and agenda for all meetings;
- C. Appoint and coordinate any such volunteers deemed necessary to effectuate the purpose of the Admissions and Orientation Committee;
- D. Communicate with their assigned Vice-President regularly to report any updates regarding the Committee's activities to the SBA;
- E. Vote in all actions undertaken by the Committee;
- F. Record the proceedings of all meetings of the Committee; and
- G. Provide the Admissions Office staff with copies of all minutes of meetings.

### Members of the Admissions and Orientation Committee

- A. The Admissions and Orientation Committee is open to all interested members of the student body.
- B. The Committee shall include, along with the Chair, at least two other members of the student body.
- C. Those interested in joining the Committee should contact the Admissions and Orientation Committee Chair.
- D. The Chair will then provide the SBA Secretary and Vice President with the names of anyone interested in joining the Admissions Committee before the next SBA meeting.
- E. Membership is subject to nomination by the SBA President and approval by the SBA Board.
- F. SBA Committee members may be removed from the Committee only by a decision of the SBA President.

### Meeting Procedure

The following guidelines will govern each Admissions and Orientation Committee meeting:

- A. Every meeting shall begin when the Chair calls the meeting to order;
- B. The Chair must take roll and determine whether a quorum is present for voting purposes;
- C. The Chair will read the minutes from the previous meeting;
- D. The Chair will announce all proposals for discussion at the present meeting;
- E. The Chair will then ask the individuals or designated representatives of all organizations working with the Admissions and Orientation Committee to present their requests regarding the admissions and orientation process;
- F. After all individuals and representatives have presented, the discussion of requests will commence;
- G. Each request will be discussed. At any time a member can move to vote on the request. Another member must second the motion;
- H. Proposals that do not obtain a majority vote will be denied;
- I. Upon discussion of all proposals, the Chair will adjourn the meeting.

### Voting

To vote on any matter, a quorum must be present. Any time a vote is taken, the question shall be approved by a simple majority vote.

### Amendments

All amendments to these bylaws shall be adopted by a two-thirds vote of the SBA.